

SEP 07 2021

LABOR RELATIONS



September 3, 2021

Mr. Brian Wagner
President
National Association of Postal Supervisors
1727 King Street, Suite 400
Alexandria, VA 22314-2753

Certified Mail Tracking Number:
7019 2280 0001 6260 7029

Dear Brian:

As a matter of general interest, the Postal Service will conduct a proof of concept test concerning the use of Mobile Delivery Device (MDD) In-Office Scanners (MIOs) by bargaining unit employees, in lieu of Hyper Electronic Badge Readers (HBERs), to complete certain timekeeping entries.

Specifically, scans/entries made by bargaining unit employees using MIOs will first populate in the Regional Intelligent Mail Server (RIMS) and then transfer from RIMS to the Time and Attendance Collection System (TACS) for recording purposes.

The subject test, which will be conducted at the Annandale, Virginia and Fairfax, VA Post Offices, is scheduled to begin on September 25 and will last approximately four weeks.

Enclosed are draft copies of the following:

- Standard Operating Procedure (SOP) titled, *Function 4 Timekeeping – Regional Intelligent Mail Server (RIMS) – Mobile Delivery Device In Office Scanner (MIO)*;
- Standard Work Instruction (SWI) titled, *MDD In Office Scanner (MIO) F4 Timekeeping*; and
- SWI titled, *MDD In Office Scanner (MIO) – RIMS*.

Please contact Mike Faber at 215-432-0613 if you have any questions concerning this matter.

Sincerely,

A handwritten signature in blue ink, appearing to read "Shannon R. Richardson", with a stylized flourish at the end.

Shannon R. Richardson
Director
Contract Administration (APWU)

Enclosures

Standard Operating Procedure – Function 4 Timekeeping

Regional Intelligent Mail Server (RIMS)- Mobile Delivery Device In-Office Scanner (MIO)

Background

Developing a new process for time keeping purposes has become necessary due to the Hyper Electronic Badge Readers (HEBR) nearing its end of life. The Postal Service will utilize existing technology, by commissioning the MIO scanners to be used with the RIMS application to accurately capture and transmit time keeping records for Function 4. The process will utilize operational move placards placed in work locations throughout the office which employees will scan. Work hours for each employee will be transmitted from the MIO to RIMS, then reported to the Time and Attendance Control System (TACS.).

Responsibility

All Postmasters/Station Managers/Supervisors and employees performing function 4 duties are responsible for adhering to the procedures outlined in this SOP (Note: Level 18 Postmasters should be the only EAS performing function 4 MIO operation moves).

Management must be responsible for creating placards and ensuring all employees are properly trained. Employees performing function 4 duties must utilize MIO scanners, instead of moves on the HEBR, to reflect work hours in the operations where the work is being performed.

HEBR moves should only be used in emergency cases and only as directed by management.

RIMS – TACS Creating and Printing Placards

Placard Procedures

To create placards:

Log into Regional Intelligent Mail Servers (RIMS)

<https://rims-imdas.usps.com/login.php>



TACS Operations

The TACS operations screen allows management to create, edit, delete, and print TACS placards that can be scanned by employees when performing work that falls under a specific operation code. When first displayed, the TACS operations list is sorted in ascending order based on operation description, but it can be sorted by any field where the column title is underlined. The list can be searched by finance number, operation description, and operation code, and can be exported to an Excel or CSV formatted file for reference.

The list currently supports only In-office operations but may be enhanced at a later date to include On-street operations as well. The data in the list is stored in RIMS for an indefinite time period and can be modified or deleted at any time.

The columns on the TACS operations list are listed below followed by a sample TACS operations screen.

- Edit (hyperlink used to modify an entry)
- Type (In-office is currently the only option)
- Finance Number
- Operation Description
- Operation Code
- LDC Code (Labor Description Code)
- Created Datetime (CST)

Config Tab – TACS Operations

Home Firmsheets Reports Regmail Messaging Config Tracking Area District Special Accountable Manifests National Engineering Ad

SWETAL SOMS at System: SYS36433 - 22002 - MEHARFIELD ENGINEERING TEST

TACS Operations 1

New Operation **Print selected Placards**

Finance Number Operation Description Operation Code

Search **Clear**

Results: Viewing items 1-20 of 42

<input type="checkbox"/>	Edit	Type	Finance Number	OPERATION DESCRIPTION	Operation Code	LDC Code	Created Datetime (CST)
<input type="checkbox"/>	Edit	IN-OFFICE	020313	ADMIN & CLER AREA STAT	6780	4800	13-May-21 08:48:36 AM
<input type="checkbox"/>	Edit	IN-OFFICE	020314	ALLIED DISTRIBUTION	2410	4300	12-May-21 04:22:26 PM
<input type="checkbox"/>	Edit	IN-OFFICE	020314	AMAZON FRESH DIST	0760	4300	12-May-21 04:22:00 PM
<input type="checkbox"/>	Edit	IN-OFFICE	020313	BULK MAIL ACCEPTANCE	6440	4800	13-May-21 07:37:12 AM
<input type="checkbox"/>	Edit	IN-OFFICE	020313	BUSINESS REPLY MAIL (BRM)	6490	4200	12-May-21 04:23:04 PM
<input type="checkbox"/>	Edit	IN-OFFICE	020313	CAGES SRVS CARR/SPC DLY	5440	4800	13-May-21 08:55:45 AM
<input type="checkbox"/>	Edit	IN-OFFICE	020314	COA SCANNING	0850	4900	12-May-21 04:21:34 PM
<input type="checkbox"/>	Edit	IN-OFFICE	020314	COLLECTIONS-CPMS	6400	4800	12-May-21 04:22:45 PM
<input type="checkbox"/>	Edit	IN-OFFICE	036367	CUST SERV ACTIVITIES	9560	4700	14-May-21 09:11:38 AM
<input type="checkbox"/>	Edit	IN-OFFICE	020314	CUST SERV ACTIVITIES	9560	4700	12-May-21 04:24:06 PM
<input type="checkbox"/>	Edit	IN-OFFICE	036367	CUSTODIAL PER MOU	7480	3800	14-May-21 09:11:57 AM
<input type="checkbox"/>	Edit	IN-OFFICE	036367	DBCS/DIOSS DPS-1ST PASS	9120	4100	14-May-21 09:12:49 AM
<input type="checkbox"/>	Edit	IN-OFFICE	036367	DBCS/DIOSS DPS-2ND PASS	9130	4100	14-May-21 09:13:24 AM
<input type="checkbox"/>	Edit	IN-OFFICE	036367	DBCS/DIOSS IIC PRIMARY	8250	4100	14-May-21 09:13:46 AM

TACS Operations 2

To Add a New Operation

- Click on the New Operation Button

TACS Operations

New Operation **Print selected Placards**

Finance Number Operation Description Operation Code

Search **Clear**

- Select an Operation Description from the pulldown list
- Finance Number for the operation (Default to site Finance Number)
- The Operation code and LDC code will be populated automatically
- Click on the Save button

For all other Op. Codes Finance Number defaults to site Finance Number and user cannot change the Finance Number.

For Op Code 6210 Finance Number does not default to site Finance Number and user can enter a different Finance Number.

TACS Operations:

Save **Cancel**

Operation Description: OPERATIONAL STANDBY CUST SRV - 3530

Finance Number: 123115

Operation Code: 3530

LDC Code: 4800

TACS Operations:

Save **Cancel**

Operation Description: TRAVEL CUST SERV - 6210

Finance Number: 6210

Operation Code: 6210

LDC Code: 4800

To Edit or Delete an Operation Entry

- Click on the Edit hyperlink next to the entry to be edited or deleted

New Operation **Print selected Placards**

Finance Number: Operation Description: Operation Code:

Search **Clear**

Results: Viewing items 1-20 of 42

<input type="checkbox"/>	Edit	Type	Finance Number	OPERATION DESCRIPTION
<input type="checkbox"/>	Edit	IN-OFFICE	020313	ADMIN & CLER AREA STA
<input type="checkbox"/>	Edit	IN-OFFICE	020314	ALLIED DISTRIBUTION

- Edit the Operation Description if desired (use the pulldown menu to select an operation)
- To save the changes, click Save
- To delete the entry, click Delete

TACS Operations:

Save **Cancel**

Operation Description:

Finance Number:

Operation Code:

LDC Code:

To Print a Placard

- Select the placard(s) to be printed by checking the box next to the desired operation
- Click the Print Placards button
- The selected placards as displayed in a PDF file with one placard per page (the placard includes the facility description and the finance number assigned to the operation followed by the Operation Description, the LDC number, and the barcode for the selected operation)

TACS Operations

New Operation **Print selected Placards**

Finance Number: Operation Description: Operation Code:

Search **Clear**

Results: Viewing items 1-20 of 42

<input type="checkbox"/>	Edit	Type	Finance Number	OPERATION DESCRIPTION	Operation Code
<input checked="" type="checkbox"/>	Edit	IN-OFFICE	020313	ADMIN & CLER AREA STAT	6780
<input type="checkbox"/>	Edit	IN-OFFICE	020314	ALLIED DISTRIBUTION	2410
<input checked="" type="checkbox"/>	Edit	IN-OFFICE	020314	AMAZON FRESH DIST	0760

1) "Check" the check box for printing

2) Click to print the placard

Reston Main Facilities 123115

SUNDAY PARCEL DIST

(LDC 4300)

OPERATION

0770

- The placard is printed showing the facility description for the current office followed by the finance number, the operation description, the LDC and a barcode that captures the information.

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HQ DRAFT – JULY 2021

MIO Scanner - Function 4 Timekeeping

Once all placards have been printed for the facility, they should be displayed in or nearest the workstation. Placards should be easily accessible for employee to reach.

If the office requires employees to travel to various locations, placards for these finance numbers should be displayed in a segregated area as to not be confused with the primary office placards.

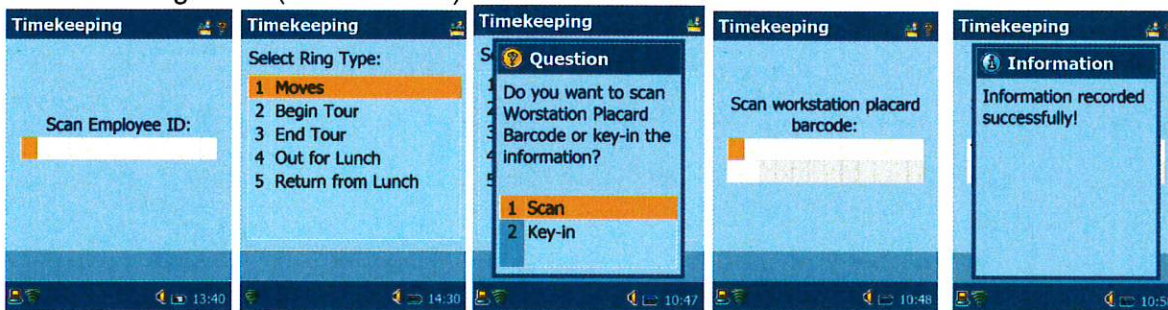
Utilizing the MDD In-Office Scanner (MIO)

Employee begins work for the day

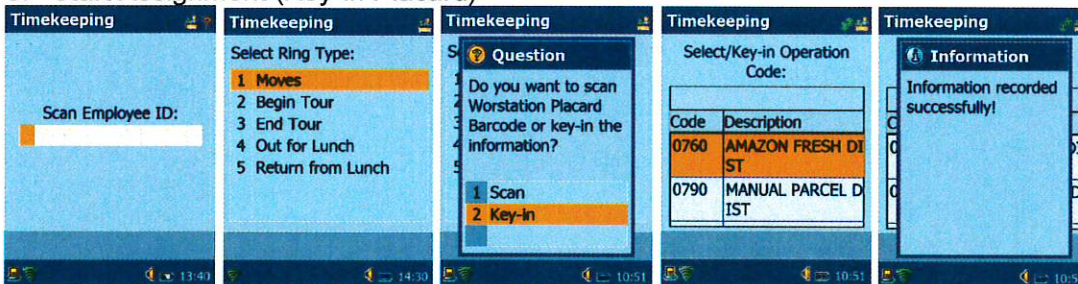
1. Press RED+F
2. Start Tour



3. Press RED+F
4. Start Assignment (Scan Placard)



5. Press RED+F
6. Start Assignment (Key-in Placard)



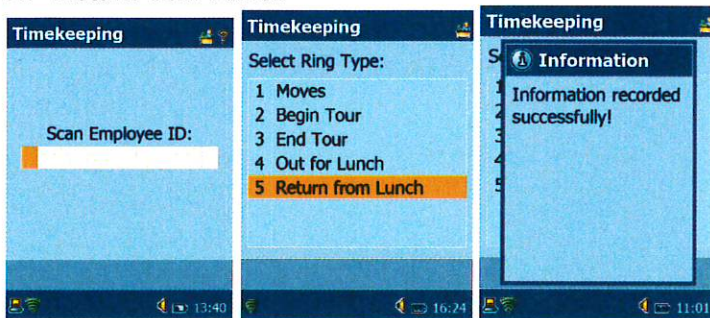
Employee takes lunch break

1. Press RED+F
2. Out for Lunch

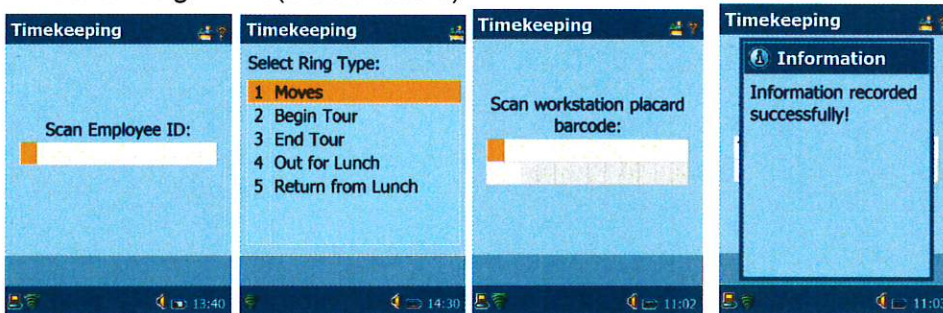


Employee returns from lunch break

1. Press RED+F
2. Return from Lunch

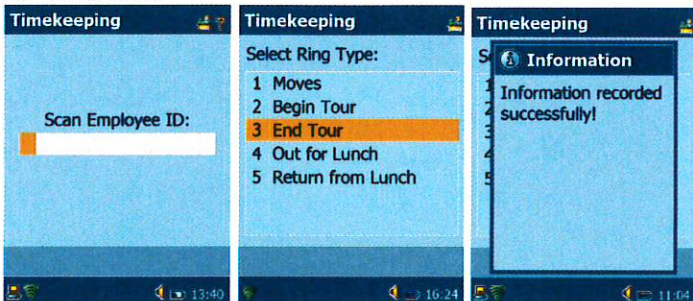


3. Press RED+F
4. Start Assignment (Scan Placard)



Employee ends work for the day

1. Press RED+F
2. End Tour



Sample TACS Ring Report from RIMS

Custom D&MT Reports - TACS Ring Report

Description: Shows all TACS rings.

Click here to select report

Search = Sort .Descending

Results: Viewing items 1-10 of 240

SYSTEM ID	FACILITY ID	FACILITY NAME	DEVICE ID	EMPLOYEE ID	TRANSACTION CODE	RING REASON CODE	TRANSACTION DATETIME	TIMEZONE CODE	TIMEZONE OFFSET	TIMEZONE DST INDICATOR	RING TYPE CODE	FINANCE NUMBER	FINANCE UNIT ID	OPERATION ID	LOCAL UNIT NUMBER	ROUTE NUMBER	RING DEVICE ID	DEVICE TYPE	LATITUDE	LONGITUDE	UPLOAD FLAG	POST DATETIME CDT	UPLOAD RESPONSE	UPLOAD ATTEMPT DATETIME	UPLOAD TRANSACTION ID
SY536433	123456	22982 - MERRIFIELD ENGINEERING TESTING	142230841C	00004306702	011	00	02-JUL-21 12:31:15 PM	UTC	-04:00	Y	000	663102	0000	2330	00	000000	142230841C	LKO	30.764047	-77.613003	1	20-MAY-21 11:32:12 AM	106000000020	20-MAY-21 11:37:15 AM	8621675-46e1-4073-adb1-30e0b733c93
SY536433	123456	22982 - MERRIFIELD ENGINEERING TESTING	142230841C	00004306702	011	00	02-JUL-21 12:30:54 PM	UTC	-04:00	Y	000	663102	0000	0790	00	000000	142230841C	LKO	30.7640505	-77.6130043	1	20-MAY-21 11:32:50 AM	106000000019	20-MAY-21 11:37:15 AM	8667c05a-874-461a-907f-c2a2a132c005
SY536433	123456	22982 - MERRIFIELD ENGINEERING TESTING	142230841C	00004306702	013	00	02-JUL-21 12:30:32 PM	UTC	-04:00	Y	000	663102	0000	7420	00	000000	142230841C	LKO	30.764063	-77.6129968	1	20-MAY-21 11:32:28 AM	106000000010	20-MAY-21 11:37:14 AM	5170B73-2494-4544-a18c-29c32c85285
SY536433	123456	22982 - MERRIFIELD ENGINEERING TESTING	142230841C	00004306702	012	00	02-JUL-21 12:30:16 PM	UTC	-04:00	Y	000	663102	0000	0000	00	000000	142230841C	LKO	30.7640641	-77.613006	1	20-MAY-21 11:32:13 AM	106000000017	20-MAY-21 11:37:14 AM	4020d941-42ab-4302-b14e-b7c2209dc971

Standard Work Instruction: MDD In Office Scanner (MIO) F4 Timekeeping


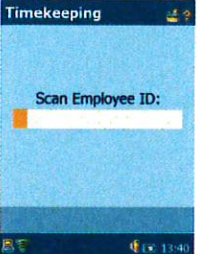
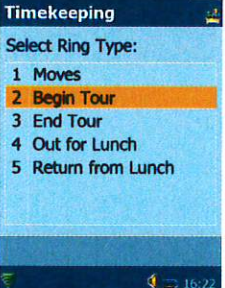
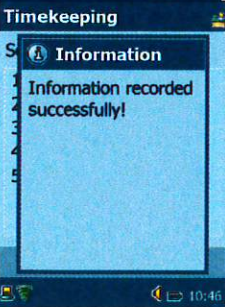
Employee must log on to the MIO and scan badge to Begin Tour (BT)



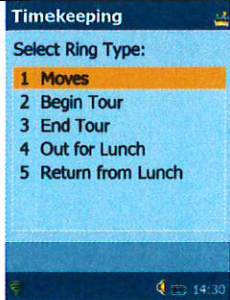
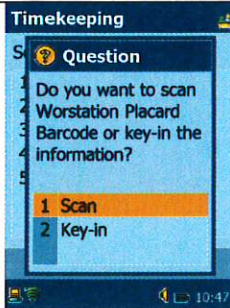


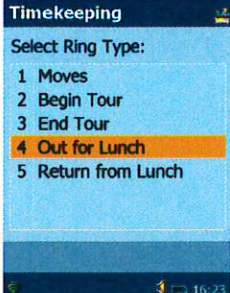
Employee will select from the list of options in the MIO to move between operations



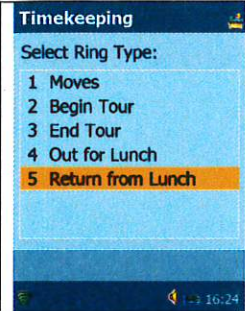
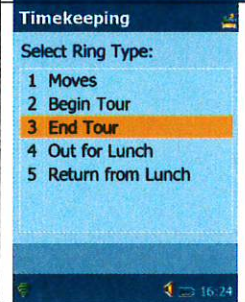
Must scan badge and different placard for each operation throughout the day

Visual	Important Steps	Key Points	Reasons for Key Points
	1. Employees must utilize the Red + F button prior taking additional steps shown in the following screens.	This opens up the timekeeping module in the MIO	Allows employees to make operational moves throughout the day to report timekeeping data to TACS
	2. Scan Employee ID	Identifies the employee logging into the timekeeping module	Ensures the operational moves are properly associated to the correct employee in TACS
	3. Select Ring Type: 2 Begin Tour (BT)	This begins the employee's tour on base operation 7420 in LDC 4800	This starts the employee's work day, recording function 4 workhours into a single operation until the next operational move is performed
	4. The "Information recorded successfully!" screen will appear following each proper entry	Verifies information was recorded	Allows user to see that all information was recorded successfully

Standard Work Instruction: MDD In Office Scanner (MIO) F4 Timekeeping

	<p>5. Select Ring Type: 1 Moves</p>	<p>Allows the employee to move to the next process of scanning the placard or keying in the operation code</p>	<p>Accurately records actual time in each LDC</p>
	<p>6. When prompted with the question to the left, select one of the two options. <u>Scan should always be the preferred method.</u> 1. Scan. You will be prompted to Scan the workstation placard</p>	<p>Selecting scan eliminates the need to search for the operation code manually</p>	<p>Increases efficiency</p>
	<p>7. Sample Barcoded Placard. <i>Note: Employees must use the 6210 placard for the unit they travel to if it differs from the unit they are working in</i></p>	<p>Lists the office name, finance number, operation name and number and LDC</p>	<p>Assists the employee in confirming the correct unit and operation code are selected</p>
	<p>8. Scan workstation placard barcode:</p>	<p>Records the Finance number and operation code for the office the workload is being performed. Records operational moves from one work location to another and records the workhours accordingly</p>	<p>Scanning the Workstation placard barcode correctly identifies the nit finance number and workhours associated with the operation code</p>
	<p>9. To sign out for lunch, select: 4 Out to Lunch</p>	<p>Ends the previous operation and signs the employee out to lunch</p>	<p>Stops the workhours while employee is off the clock</p>

Standard Work Instruction: MDD In Office Scanner (MIO) F4 Timekeeping

 <p>Timekeeping</p> <p>Select Ring Type:</p> <ul style="list-style-type: none"> 1 Moves 2 Begin Tour 3 End Tour 4 Out for Lunch 5 Return from Lunch <p>16:24</p>		<p>10. To sign in from lunch, Select:</p> <p>5 Return from Lunch followed by:</p> <p>1 Moves, to start the next assignment</p>	<p>Starts the employees time returning from lunch then moves them to the next operation</p>	<p>Accurately records the employee returning from lunch and starts recording workhours on the next operation</p>
 <p>Timekeeping</p> <p>Select Ring Type:</p> <ul style="list-style-type: none"> 1 Moves 2 Begin Tour 3 End Tour 4 Out for Lunch 5 Return from Lunch <p>16:24</p>		<p>11. To end employee's work day, select:</p> <p>3 End Tour</p>	<p>Ends employee's workday</p>	<p>Stops the recording of all workhours for the day</p>

Standard Work Instruction: MDD In Office Scanner (MIO) - RIMS


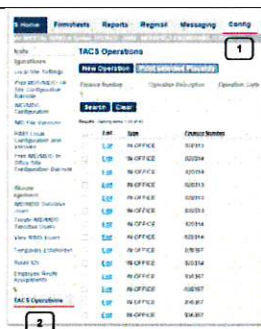
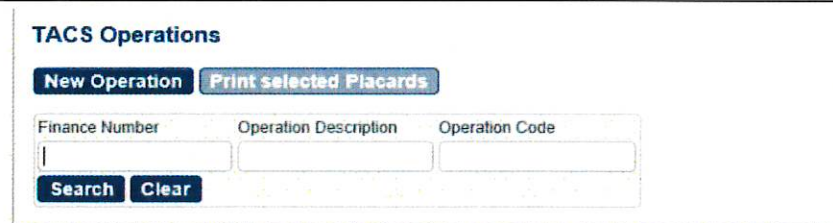
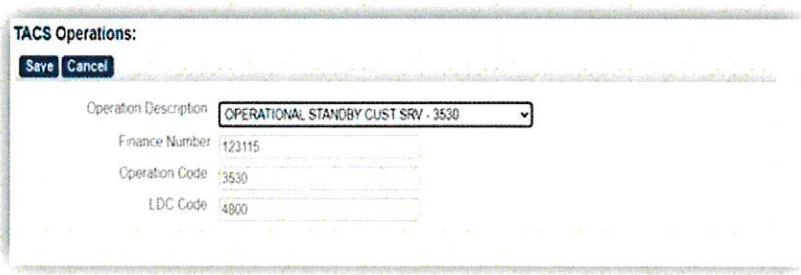
Management must log into RIMS to print operation placards for the office(s)



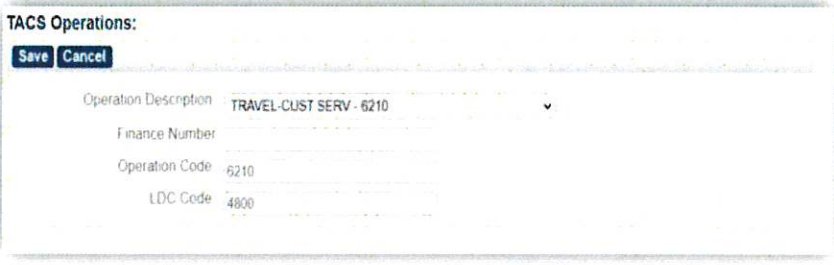
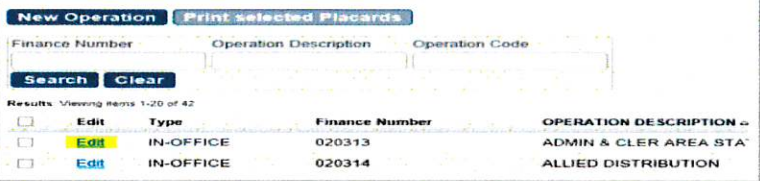
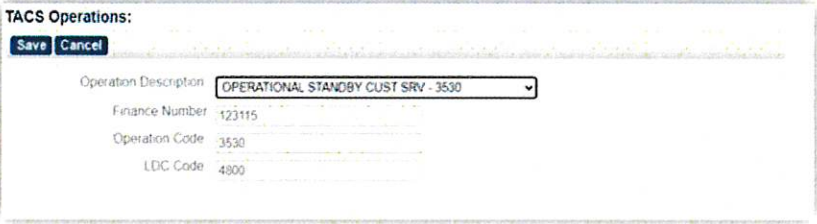
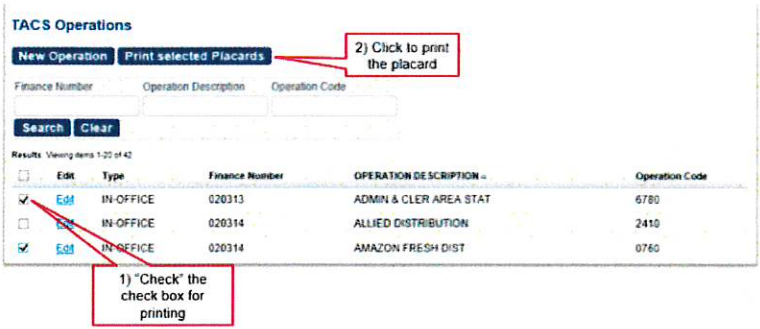

Management will print placards with the operations utilized in their office(s)



Management will post placards in an easily accessed, visible location in each work location

Visual	Important Steps	Key Points	Reasons for Key Points
 https://rims-imdas.usps.com/login.php	1. Log into Regional Intelligent Mail Servers (RIMS)	Allows access to the Config tab and Time and Attendance Collection System (TACS) Operations shortcut	To begin the process for printing placards for specific offices
	2. Click the Config tab then TACS Operations on the left	This accesses the placard selection menu	Access all placards available for the selected office(s)
	3. Click on the New Operation button	Opens up the next screen	Allows you to proceed with the following menu selection
	4. Select the operation description from the pulldown menu and click the save button. (Operation codes default to site finance #)	This populates the operation code and LDC automatically and saves the information	To begin generating a list of printable placards for the office(s)

Standard Work Instruction: MDD In Office Scanner (MIO) - RIMS

	<p>5. Operation 6210-Travel does not default to the site finance #. Select the finance # of the office(s) that will be traveled to.</p>	<p>Allows site to prepare placards, with alternate finance #s that employees may travel to. Allows time to be recorded to the correct office finance#</p>	<p>Necessary to correctly charge travel time to alternate office where employee may work.</p>
	<p>6. Click the edit hyperlink to edit or delete</p>	<p>Access the edit menu and make necessary changes or deletions</p>	<p>Allow user to modify or eliminate incorrect entries</p>
	<p>7. Edit operation description as necessary and save. To delete the entry, click delete.</p>	<p>Allows user to make necessary corrections to finance numbers or operation entries</p>	<p>Finance number or operation descriptions were selected in error</p>
	<p>8. Select the square next to the desired placard. Click the Print Selected Placards button</p>	<p>Allow the user to print the desired placards from the generated list</p>	<p>Necessary to post placards in all function 4 work locations</p>
	<p>9. Sample placard for posting on the workroom floor</p>	<p>Indicates the office name, finance number, operation description, LDC, and operation number</p>	<p>Provides a visual description for employees</p>